



TO: Adult Education Consortia Partners

FROM: Gina DelSanto, Ph.D. *YDS*
Senior Deputy Commissioner, Policy, Education and Training

DATE: February 3, 2012

SUBJECT: DWD Policy 2011-08
Adult Education Data Collection and Reporting

Purpose

This policy provides guidance on the collection and reporting of data for adult education programs.

Rescission

None

Content

The National Reporting System (NRS) requires the Department of Workforce Development (DWD), Division of Adult Education to report annually specified information on adult education to the Office of Vocational and Adult Education (OVAE). The NRS measures address the federal accountability requirements of the Adult Education and Family Literacy Act, Title II of the Workforce Investment Act (WIA—P.L.105-220).

Adult education (AE) providers who receive federal and/or state funds from the DWD must collect, report, and submit required NRS and state data electronically using the software AE InTERS.

Required Data and Reporting

The following information must be collected and entered for each student in AE InTERS:

- *Educational Gains:* Gains in reading, writing, and mathematics as determined by TABE pre- and post-testing;
- *Follow-up Measures:* Entered employment, retained employment, receipt of secondary school diploma or GED certificate, and placement in postsecondary education or training;
- *Demographics:* Race/ethnicity, gender, and age;
- *Status and Goals:* Labor force status, public assistance status, rural residency, disability status, and reasons enrolled; and

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- *Student Participation:* Contact hours and program enrollment type.

Programs may elect to report the following optional NRS secondary outcome and student status measures in InTERS:

- *Employment:* Reduction in receipt of public assistance;
- *Work-based project learner achievement:* Met work-based project learner goal;
- *Community:* Achieved citizenship skills, voting behavior, and general involvement in community activities;
- *Family:* Involvement in children's education and involvement in children's literacy-related activities; and
- *Student Status:* Low-income status, displaced homemaker, single-parent status, dislocated worker, and learning disabled adult.

Schedule for Data Entry

DWD strongly recommends that data be entered into AE InTERS on a weekly basis. If the time lag for reporting data is too long, the likelihood of missing, and possibly inaccurate, data increases. Timely data entry will allow program staff and DWD to analyze data on a regular basis and use it for program planning and continuous program improvement.

While programs may determine their own schedule for data entry, the DWD requires that all monthly data for NRS and state measures be entered by the **10th of the next consecutive month** and data should be available for review at all times.

Exceptions:

Separations and employment are entered quarterly as follows:

- The NRS defines separations as students who leave the program or receive no services for ninety (90) consecutive calendar days and have no scheduled services. All separations for the quarter must be entered by the last day of the quarter (September 30, December 31, March 31 and June 30).
- Employment data for a student is measured *the first calendar quarter* after they leave the program. Retained employment is measured in the *third calendar quarter* after exit for students who had a goal of employment and who obtained a job in the first quarter. Employment measures are reported to OVAE on different time periods as explained in the *NRS Implementation Guidelines*.

Accurate Data Entry

Programs shall make every effort to ensure accurate data entry. If DWD determines that a program has a pattern of data entry discrepancies beyond occasional errors, the program will be monitored and may be required to submit data documentation. Thus, all programs should maintain data documentation or know where to direct DWD to obtain the proper documentation.

Effective Date

Immediately

Ending Date

Upon Rescission

Ownership

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Action

Indiana's adult education system will follow the guidance contained in this policy.